



**Investment Climate and Productivity Study  
Firm Level Survey 2002 – Philippines**

***Part I of Survey Questionnaire***

***(To be administered to the general managers or business owners)***

Dear Sir/Madam:

The Asian Development Bank, in collaboration with the World Bank, the Department of Trade and Industry, the Makati Business Club, and the National Statistics Office (NSO), is undertaking an Investment Climate and Productivity Survey in order to better understand and thus help to improve the investment climate and its effect on business performance. For this comprehensive study, which has counterparts in several Asian and non-Asian countries, your establishment has been randomly selected as one of the sample of respondents to represent the business situation in the Philippines.

The precious time taken by you and your staff to provide the NSO field staff with your candid answers for the survey questionnaire, starting with background of the business and key owner, and going into finance, technology, relations with other businesses, government regulation, contract enforcement, labor relations, and international trade is deeply appreciated. **We realize that this subject involves sensitive matters, and we guarantee the confidentiality of all your responses as set forth in. Section 4, Commonwealth Act 591 which states** "that the data furnished to the Bureau of the Census and Statistics will be kept strictly confidential and shall not be used as evidence in court for purposes of taxation, regulation or investigation; nor shall such data or information be divulged to any person except authorized employees of the Bureau of the Census and Statistics, acting in the performance of their duties; nor such data be published except in the form of summaries or statistical tables in which no reference to any particular individual, corporation, partnership, institution, or business enterprise shall appear..." Any publication or release of data from this study will refer to the responding establishments only in grouped form and never individually.

For your direct benefit, the ADB will provide you with the study's summary report, enabling you to benchmark your own business against domestic and international competitors. In addition, the study is expected to lead to more effective measures from the government and the multilateral financial institutions, working together, to improve the investment climate, redounding to the general benefit of Philippine businesses and their stakeholders.

If you have any queries, please contact NSO Director Estela T. de Guzman <[e.deguzman@oia.census.gov.ph](mailto:e.deguzman@oia.census.gov.ph)>, Tel (02) 715-6505, Telefax (02) 713-7071 regarding survey matters, and ADB Economist Kanokpan Lao-Araya <[klaoaraya@adb.org](mailto:klaoaraya@adb.org)>, Tel (02) 632-5466 | 632-4444 | 636-2370, regarding general aspects of this study.

Sincerely yours,

Thomas Crouch  
Asian Development Bank

Carmelita N. Ericta  
National Statistics Office

**ESTABLISHMENT/INTERVIEWER ID**

**TO BE FILLED BY THE ENUMERATOR**

0.1 ESTABLISHMENT NO.            ECN

0.2 INDUSTRY \_\_\_\_\_ CODE2

- Codes: Food & Food Processing .....1  
Textiles .....2  
Garments..... 3  
Electronics & Electrical Machinery .....4

0.3 CITY where this establishment is located

\_\_\_\_\_ CODE3 \_\_\_\_\_  
Name of City/Municipality

0.4 PROVINCE where this establishment is located

\_\_\_\_\_ CODE4 \_\_\_\_\_  
Name of Province

0.5 EMPLOYMENT SIZE (to be verified with establishment) EMPSIZE

- 10-19.....1  
20-49.....2  
50-99.....3  
100-499.....4  
500 and over.....5

0.6 Name of Interviewer \_\_\_\_\_ / Code \_\_\_\_\_ CODE5

0.7 Duration of actual interview \_\_\_\_\_ (minutes) CODE6

0.8 Enumeration validated by \_\_\_\_\_ CODE7

**SECTION I  
GENERAL INFORMATION**

Please tell me some general information about your company and this establishment.

I.1 Are you part of a larger group/holding (mother) company? s101

- Yes.....1
- No.....2

I.2 Is your firm a domestic or foreign-owned company? s102

- Domestic.....1
- Foreign-owned.....2

→ **GO TO I.4**

I.3 IF DOMESTIC: In what year was your firm founded? \_\_\_\_\_ (year) s103

I.4 In what year did your firm start actual manufacturing operations in this country?..... \_\_\_\_\_(year) s104

I.5. Was your firm previously a government owned corporation? s105

- Yes.....1
- IF YES:** when was it privatized? ..... \_\_\_\_\_(year) s105y
- No.....2

I.6. What percentage of your firm is owned by:

- a Private sector, domestic-owned.....1\_\_\_\_ s106a \_\_\_\_%
- b. Private sector, foreign-owned .....2\_\_\_\_ s106b \_\_\_\_%
- c. Government.....3\_\_\_\_ s106c \_\_\_\_%

→ **ALSO ASK I.6.d**

**100 %**

- d. IF THE GOVERNMENT IS A SHAREHOLDER, is it represented in the board? Yes.....1 s106d
- No.....2

I.7. Is your firm's current legal status one of the following?

- Corporation, listed in stock exchange..... 1 s107
- Corporation, not listed in stock exchange..... 2
- Cooperative..... 3
- Sole proprietorship .....4
- Partnership..... 5
- Other (*specify*\_\_\_\_ s107x ) ..... 6

I.8. a. What percentage of your firm is owned by the largest shareholder or owner?..... % s108a

b. Which of the following best describes the largest shareholder or owner in your firm? (*ALLOW MULTIPLE RESPONSES*)

- Individual, not manager nor employee of the firm ..... 1 s108b1
- Family.....2 s108b2
- Domestic company.....3 s108b3
- Foreign company.....4 s108b4
- Bank..... 5 s108b5
- Investment fund.....6 s108b6
- Individual, manager of the firm.....7 s108b7
- Individual, employee of the firm.....8 s108b8
- Government or government agency.....9 s108b9

c. IF THE LARGEST SHAREHOLDER IS ONE INDIVIDUAL (OR FAMILY MEMBER): Is this principal owner male?

- Yes.....1 s108c
- No.....2

I.9. a. How many additional establishments (separate manufacturing facilities) does your firm have in this country? ..... s109a

b. Does your firm have holdings or operations in other countries? s109b

- Yes .....1
- No.....2

I.10. Where is your main office (headquarters) located in this country?

s1101

\_\_\_\_\_  
Name of City/Municipality

s1102

\_\_\_\_\_  
Name of Province

I.11. Aside from your main line of business, does your establishment have other income-generating activities?

- Yes..... 1 s111
- No, have no other income-generating activities.....2



**SECTION III**  
**INVESTMENT, TECHNOLOGY, AND MARKET ENVIRONMENT**

**Part A. Capacity and Investment**

- III.1. What would be the cost of replacing all your machinery and equipment at the end of 2002 by acquiring new machines?..... \_\_\_\_\_ (thousand pesos) s301
- III.2. How much would you get if you sold all your machinery and equipment at the end of 2002? \_\_\_\_\_ (thousand pesos) s302
- III.3. What was this establishment's average capacity utilization over the last 3 years?  
*(Capacity utilization is the amount of output actually produced relative to the maximum amount that could be produced with your existing machinery and equipment and regular shifts)*
- a. 2002        \_\_\_\_\_%        s303a  
b. 2001        \_\_\_\_\_%        s303b  
c. 2000        \_\_\_\_\_%        s303c
- III.4. How much have your sales changed (grown or declined) in each of the last 3 years?  
**(Circle "+" for growth, "-" for decline, "0" for no change).**
- a. 2000        + - \_\_\_\_\_%        s3040  
b. 2001        + - \_\_\_\_\_%        s3041  
c. 2002        + - \_\_\_\_\_%        s3042
- III.5. Approximately what share of the net profits of this \_\_\_\_\_s305\_\_\_\_% establishment were retained (not distributed to shareholders) in 2002?        No profit to retain    999
- III.6. What percent of your workforce regularly uses \_\_\_\_\_ s306\_\_\_\_% a computer in their jobs?
- III.7. How many months ahead has the management of your establishment planned its activities with regard to:
- a. product mix and target markets?.....\_\_\_\_\_ (months)        s307a  
b. human resources (employment and training)?.....\_\_\_\_\_ (months)        s307b  
c. investments?.....\_\_\_\_\_ (months)        s307c

III.8. Has your establishment undertaken any of the following initiatives since 1998?

	Undertaken		
	Yes	No	
a. Developed a major new product	1	2	s308a
b. Upgraded an existing product	1	2	s308b
c. Introduced new technology that has substantially changed the way that the main product is produced	1	2	s308c
a. Discontinued at least one product (not production)	1	2	s308d
b. Opened a new plant	1	2	s308e
c. Closed at least one existing plant	1	2	s308f
d. Agreed on a new joint venture with foreign partner	1	2	s308g
e. Obtained a new licensing agreement	1	2	s308h
f. Outsourced a major production activity that was previously conducted in-house	1	2	s308i
g. Brought in-house a major production activity that was previously outsourced	1	2	s308j
h. Filed any patents and/or utility models	1	2	s308k
i. Tapped into new markets through improvements in quality of products or reduction of costs?	1	2	s308l
j. Upgraded your machinery and equipment in <b>the last 2 years</b>	1	2	s308m

Now let's talk about your establishment's technological innovations.

III.9 Here are leading ways in which an establishment can acquire technological innovations:

Embodied in new machinery or equipment.....	1
By hiring key personnel.....	2
Licensing or turnkey operations from international sources.....	3
Licensing or turnkey operations from domestic sources.....	4
Developed or adapted within the establishment locally.....	5
Transferred from parent company.....	6
Developed in cooperation with client firms.....	7
Developed with equipment or machinery supplier.....	8
From a business or industry association.....	9
Trade Fairs and/or Study Tours.....	10
Consultants.....	11
From universities, public institutions.....	12
Own inventions .....	13
Training / Seminar.....	14
Upgrading of machines.....	15

Over the last two years, what were the **three most important ways** in which your establishment acquired technological innovations?

- i) The most important s3091
- ii) Second most important s3092
- iii) Third most important s3093

III.10. Thinking of your main product and comparing your production process with that of your main competitor, which of the following best summarizes your position:

s310

My establishment's technology is **less advanced** than that of its main competitor.....1

My establishment's technology is **about the same** as that of its main competitor.....2

My establishment's technology is **more advanced** than that of its main competitor.....3

III.11. Do you use any of the following best known methods/practices in your operations? (ALLOW MULTIPLE RESPONSES)

JIT.....	1	s3111
TQM.....	2	s3112
5S.....	3	s3113
QPIC.....	4	s3114
Others (specify) _____	5	s3115

III.12. Has your establishment received ISO (e.g. 9000, 9002 or 14000) certification? s312

Yes.....	1
No.....	2
In Process.....	3

**Part B. Introduction of New Products**

III.13. What are your three most important products (in terms of value of sales)? (LIST IN ORDER OF IMPORTANCE)

FOR EACH PRODUCT MENTIONED: What percentage of sales does [name of product] cover?

	<u>Product</u>	<u>Percentage of total sales</u>
1	_____ s313a1_____	__s313b1__%
2	_____ s313a2_____	__s313b2__%
3	_____ s313a3_____	__s313b3__%

III.14. a. How many products does your establishment produce? s314a

b. How many new products (i.e. those that involve a significant change in the production process) has your establishment introduced in the last three years? s314b

c. Does your establishment use technology licensed from a foreign-owned company?  
Yes ..... 1  
No .....2 s314c

III.15. **ONLY FOR TEXTILES:** Do you use the following production process ? (ASK EACH)

	<u>Yes</u>	<u>No</u>	
a. Spinning Mill.....	1	2	s315a
b. Pure Weaving.....	1	2	s315b
c. Composite Mill.....	1	2	s315c
d. Pure processing.....	1	2	s315d

**Part C. Market Environment**

Now let us talk about your main product, which is [REFER TO FIRST MENTIONED MOST IMPORTANT PRODUCT IN III.13].

III.16. Thinking about your main product (as in III.13), what share of the national market of this product is made up by the sales of your establishment?..... % s316

(NOTE TO EI: In questions III.17a to III.17c, if respondent does not know the precise number, but knows it is more than 20, please code as “-555”)

III.17. a. Over the last year, thinking about your main product, how many competitors do you have in the domestic market that are private domestic firms, state-owned firms or foreign-owned firms?

Domestic Private Firms	s317a1
State Owned Firms	s317a2
Foreign Owned Firms	s317a3

b. Over the last year, thinking about your main product, how many suppliers of your main supply or input do you have that are private domestic firms, state-owned firms or foreign-owned firms?

Domestic Private Firms	s317b1
State Owned Firms	s317b2
Foreign Owned Firms	s317b3

c. Over the last year, thinking about your main product, how many customers do you have that are private domestic firms, state-owned firms or foreign-owned firms?

Domestic Private Firms	s317c1
State Owned Firms	s317c2
Foreign Owned Firms	s317c3

III.18. Now I would like to ask you a hypothetical question. If you were to raise the price of your main product by 10% above its current level in the domestic market (after allowing for any inflation) which of the following would best describe the result assuming that your competitors maintained their current prices? (ONE ANSWER ONLY) s318

- Our customers would continue to buy from us in the **same quantities** as now ..... 1
- Our customers would continue to buy from us, but at **slightly lower quantities**, about 10-15% reduction. 2
- Our customers would continue to buy from us, but at **much lower quantities**, more than 15% reduction. 3
- Our customers would **stop buying** from us. 4
- Not applicable, only exporting. 5

III.19. What share of your total borrowing (loans, accounts payable) is denominated in foreign currency?..... % s319

**SECTION IV:  
LABOR RELATIONS**

IV.1. What kind of labor shift did your establishment follow in 2002?(ONE ANSWER ONLY)

- Single shift..... 1 s401
- Double shift..... 2
- Triple shift..... 3
- Others (please specify)\_\_\_\_\_ 4

IV.2. If you could change the number of regular full-time workers you currently employ without any restrictions (i.e. without seeking permission, making severance payments etc.), what would be your optimal level of employment as a percent of your existing workforce? % s402  
(e.g. 90% implies you would reduce your workforce by 10%, 110% means you want to expand by 10%)

IV.3. How many days of production last year did you lose due to

- a. labor strikes against your establishment?..... \_\_\_\_\_days of production s403a
- b. strikes against the industry?..... \_\_\_\_\_days of production s403b
- c. civil unrest?..... \_\_\_\_\_days of production s403c
- d. employee absenteeism due to illness, death, funerals?..... \_\_\_\_\_days of production s403d

**SECTION V:  
BUSINESS RELATIONS AND ENVIRONMENT**

V.1. Is your establishment a member of any business association or chamber of commerce? s501

Yes .....1 → **GO TO V.1.b**

No.....2 → **GO TO V.1.a**

V.1.a. **IF NO:** Please tell me whether the following reasons apply why you are not a member of any business association or chamber of commerce: Are there any more reasons?

	<u>Yes</u>	<u>No</u>	
1) There is no association of relevance to your line of business	1	2	s501a1
2) Existing associations provide no tangible benefits to their members	1	2	s501a2
3) Your establishment's membership was not renewed	1	2	s501a3
4) Membership fee is too expensive	1	2	s501a4
5) Obstacles are been put in the way	1	2	s501a5
6) Others (please specify)	1	2	s501a6

**GO TO V.2**

V.1.b. **IF YES in V.1.:** Are the following services being provided by your establishment's most important business association or chamber?

**FOR EACH SERVICE PROVIDED:** Is this service of NO VALUE; MINOR VALUE; MODERATE VALUE; MAJOR VALUE; OR OF CRITICAL VALUE to your establishment?

<b>0=NO VALUE</b>	<b>1=MINOR VALUE</b>	<b>2=MODERATE VALUE</b>
<b>3=MAJOR VALUE</b>	<b>4=CRITICAL VALUE TO YOUR ESTABLISHMENT</b>	

	(V.1.b) <u>Services provided</u>		(V.1.c) <u>Value to your firm</u>				
	<u>Yes</u>	<u>No</u>					

1) Lobbying government	1	2	s501b1	0	1	2	3	4	s501c1
2) Resolution of disputes (with officials, workers or other firms)	1	2	s501b2	0	1	2	3	4	s501c2
3) Information and/or contacts on domestic product and input markets	1	2	s501b3	0	1	2	3	4	s501c3
4) Information and/or contacts on international product and input markets	1	2	s501b4	0	1	2	3	4	s501c4
5) Accrediting standards or quality of products; reputational benefits	1	2	s501b5	0	1	2	3	4	s501c5
6) Information on government regulations	1	2	s501b6	0	1	2	3	4	s501c6

V.2. Please tell us if any of the following issues are a problem for the operation and growth of your business.  
IF AN ISSUE POSES A PROBLEM, please judge its severity as an obstacle on a four-point scale where:

		0= Not a problem		1=Minor obstacle		2=Moderate obstacle		3=Major obstacle		4=Very Severe Obstacle	
		No Problem		Degree of Obstacle							
a.	Telecommunications	0	1	2	3	4					s502a
b.	Electricity	0	1	2	3	4					s502b
c.	Transportation	0	1	2	3	4					s502c
d.	Access to land for expansion/relocation	0	1	2	3	4					s502d
	1) Procurement process	0	1	2	3	4					s502d1
	2) Cost of land	0	1	2	3	4					s502d2
	3) Availability of infrastructure	0	1	2	3	4					s502d3
	4) Disputed ownership	0	1	2	3	4					s502d4
	5) Small size of land ownership	0	1	2	3	4					s502d5
	6) Government ownership of land	0	1	2	3	4					s502d6
	7) Others (please specify _____)	0	1	2	3	4					s502d7
e.	Tax rates	0	1	2	3	4					s502e
f.	Tax administration	0	1	2	3	4					s502f
g.	Customs and trade regulations	0	1	2	3	4					s502g
h.	Labor regulations	0	1	2	3	4					s502h
	1) Minimum wages	0	1	2	3	4					s502h1
	2) Mandatory non-salary benefits	0	1	2	3	4					s502h2
	3) Restrictions on employment of local staff	0	1	2	3	4					s502h3
	4) Visa/work permit for foreign staff	0	1	2	3	4					s502h4
	5) Hiring and Firing Regulations	0	1	2	3	4					s502h5
	6) Labor dispute settlement	0	1	2	3	4					s502h6
	7) Others (please specify _____)	0	1	2	3	4					s502h7
i.	Skills and education of available workers	0	1	2	3	4					s502i
j.	Business Licensing and Operating Permits	0	1	2	3	4					s502j
	1) Constructing operational facilities	0	1	2	3	4					s502j1
	2) Fire department	0	1	2	3	4					s502j2
	3) Environmental clearance	0	1	2	3	4					s502j3
	4) Intellectual property, trademark registration	0	1	2	3	4					s502j4
	5) Company registration	0	1	2	3	4					s502j5
	6) Others (please specify _____)	0	1	2	3	4					s502j6
k.	Access to financing (e.g. collateral)	0	1	2	3	4					s502k
l.	Cost of financing (e.g. interest rates)	0	1	2	3	4					s502l
m.	Economic policy uncertainty	0	1	2	3	4					s502m
n.	Macro-economic instability (inflation, exchange rate)	0	1	2	3	4					s502n
o.	Corruption	0	1	2	3	4					s502o
p.	Crime, theft and disorder	0	1	2	3	4					s502p
q.	Anti-competitive practices	0	1	2	3	4					s502q

- V.3.a For each of the following business services, please assess whether these are affordable or not affordable for your establishment?
- V.3.b In your opinion, would you say that the quality of each of these services is VERY POOR, SOMEWHAT POOR, SOMEWHAT GOOD, OR VERY GOOD?

<b>1=VERY POOR</b>	<b>2=SOMEWHAT POOR</b>	<b>3=SOMEWHAT GOOD</b>
<b>4=VERY GOOD</b>	<b>N/A=NOT APPLICABLE TO MY ESTABLISHMENT</b>	

		(V.3.a)		(V.3.b)					
		Affordability?		Quality?					
		Yes	No	1	2	3	4		
a. Engineering	s503a1	1	2	1	2	3	4	N/A	s503a2
b. Management consultants	s503b1	1	2	1	2	3	4	N/A	s503b2
c. Marketing	s503c1	1	2	1	2	3	4	N/A	s503c2
d. Accounting	s503d1	1	2	1	2	3	4	N/A	s503d2
e. Legal services	s503e1	1	2	1	2	3	4	N/A	s503e2
f. Insurance	s503f1	1	2	1	2	3	4	N/A	s503f2
g. IT services	s503g1	1	2	1	2	3	4	N/A	s503g2

### Relationship with Suppliers

I would now like to ask about your raw materials and suppliers.

- V.4.a What are your two most important raw materials? (**LIST IN ORDER OF IMPORTANCE**).

#### ASK FOR EACH RAW MATERIAL:

**FOR RAW MATERIAL 1/2:** Let us talk about your [most important raw material/second most important raw material]:

How many suppliers all in all do you have for (name of raw material1/2)?

How many suppliers of (name of raw material 1/2) are there in the local market?

Is this (name of raw material 1/2) made to your unique specifications?

(V.4.a)	(V.4.b)	(V.4.c)	(V.4.d)	
			Is this raw material made to your unique specification?	
Two most important raw materials	Total number of suppliers you use	Number of suppliers for this raw material in the local market	Yes	No
Raw material 1: s504a1	s504b1	s504c1	1	2
Raw material 2: s504a2	s504b2	s504c2	1	2

**(REFER TO THE TWO MOST IMPORTANT RAW MATERIALS IN V.4.a)**

**ASK FOR EACH MAIN SUPPLIER FOR RAW MATERIAL 1/2:** Let us now talk about your main supplier of (raw material 1/2):

- V.5.a What percent of (name of raw material 1/2) is bought from this supplier?
- V.5.b How many times a year do you get delivery from this supplier?
- V.5.c Is your establishment the most important customer of this supplier? (YES, NO)
- V.5.d How long have you been doing business with this supplier? (YEARS)
- V.5.e What percent of (name of raw material 1/2) from this supplier do you pay before delivery?
- V.5.f What percent of (name of raw material 1/2) from this supplier do you buy on credit?
- V.5.g IF BUYING RAW MATERIAL 1/2 ON CREDIT: How many days does it take before you pay off your credit to this supplier?

	<b>(V.5.a)</b> % of raw material bought from this supplier	<b>(V.5.b)</b> How many times a year do you get delivery?	<b>(V.5.c)</b> Is your establishment the important customer of this supplier?  <u>Yes=1 No=2</u>	<b>(V.5.d)</b> Length of business relationship with supplier (Years)	<b>(V.5.e)</b> % of value of raw materials from this supplier paid before delivery	<b>(V.5.f)</b> % of raw materials from this supplier you buy on credit	<b>(V.5.g)</b> Number of days before paying off credit  (Days)
1	s505a1 %	s505b1	s505c1	s505d1	s505e1 %	s505f1 %	s505g1
2	s505a2 %	s505b2	s505c2	s505d2	s505e2 %	s505f2 %	s505g2

V.6. At the time you receive delivery of your most important raw material, how many days of inventory do you typically have on hand?..... (days of production) s506

V.7. What percentage of supplies you purchase are lower than agreed upon quality?.....s507

V.8. What percentage of sales in the last year were lost due to delivery delays from suppliers?..... % s508

**Part D. Relations with Clients:**

Let's talk about your relationship with clients.

- V.9. a. How much of your production is on an order by order basis? s509a
  - All..... 1
  - None..... 2
  - Some..... 3
- b. IF SOME OR NONE, what percentage of sales orders are filled from inventory held? % s509b
- c. Do you produce against long term contracts?
  - Yes..... 1 s509c
  - No..... 2

→ **GO TO V.9.c**

V.10. Approximately what percentage of your domestic sales are to:

- |   |              |       |
|---|--------------|-------|
| a. the government   | _____ %      | s510a |
| b. state owned or controlled enterprise                             | _____ %      | s510b |
| c. multinationals located in your country                           | _____ %      | s510c |
| d. your parent company or affiliated subsidiaries                   | _____ %      | s510d |
| e. large domestic firms (those with approximately 300 plus workers) | _____ %      | s510e |
| f. other (sales to small firms, individuals, etc.)                  | _____ %      | s510f |
|   | <b>100 %</b> |       |

V.11. On average, what percent of your sales is

- |                         |         |       |
|-------------------------|---------|-------|
| a. paid before delivery | _____ % | s511a |
| b. paid at delivery     | _____ % | s511b |
| c. sold on credit       | _____ % | s511c |
| d. other                | _____ % | s511d |

(NOTE: SHOULD TOTAL -- 100 %)

(If answered SOLD ON CREDIT, encircle Yes then proceed to V.13)

V.12. Does your establishment offer credit to its customers?

s512

Yes..... 1

No..... 2

**IF NO, proceed to Section VI.**

**IF YES IN V.12, ASK V.13.a to h:**

- V.13. a. Do you charge a different price for customers who buy on credit (relative to cash or before delivery)?
- |           |       |
|-----------|-------|
| Yes.....1 | s513a |
| No.....2  |       |
- b. How long do you **allow** your customer to use the credit? \_\_\_\_\_(days) s513b
- c. On average, how fast do you get the **actual** payment? \_\_\_\_\_ (days) s513c
- d. What percent of your sales to private customers involve overdue payments? \_\_\_\_\_ % s513d
- e. What percent of your sales to government agencies or state-owned enterprises involve overdue payments? \_\_\_\_\_ % s513e
- f. How long doe it typically take to resolve an overdue payment? \_\_\_\_\_(weeks) s513f
- g. Over the last 2 years, what percent of your establishment's disputes over payments were resolved by court action? \_\_\_\_\_% s513g
- IF EXPERIENCED COURT RESOLUTIONS OVER PAYMENT DISPUTES:**
- h. On average, how many weeks did those court cases take to resolve? \_\_\_\_\_(weeks) s513h

**SECTION VI:  
RELATIONS WITH GOVERNMENT**

VI.1. When establishments in your industry do business with the government, how much of the contract value is typically expected in gifts or informal payments to secure the contract? \_\_\_\_\_% s601

*Let us talk about the inspections and mandatory meetings with the following agencies in the regulation of your business and costs of these interactions, if any.*

**ASK FOR EACH AGENCY:**

VI.2a On average, how many **days last year** were spent in inspections and/or mandatory meetings with officials from the **[name of agency]** in the context of regulation of your business?

VI.2b IF HAVE EXPERIENCED: What percent of these inspections and meetings with **[name of agency]** are by local authorities?

VI.2c How much was the total cost of fines or seized goods, if any, resulting from the inspection and/or meetings with the **[name of agency]**?

VI.2d Was gift or informal payment requested, explicitly or implicitly, during the inspection and/or meetings with the **[name of agency]**?

VI.2e IF YES: What was the value of the gift or informal payment requested during the inspection or meetings with the **[name of agency]**?

Name of agency	(VI.2.a) Total days spent in inspections, required meetings with officials	(VI.2.b) % by local authorities	(VI.2.c) Total cost of fines or seized goods  (‘000 Pesos)	(VI.2.d) Was Gift or Informal Payment Requested? (explicitly or implicitly)  Yes=1 No=2	(VI.2.e) If yes, value?  (‘000 Pesos)
a. Tax Inspectorate	s602a1	s602b1	s602c1	s602d1	s602e1
b. Labor and Social Security	s602a2	s602b2	s602c2	s602d2	s602e2
c. Fire and Building Safety	s602a3	s602b3	s602c3	s602d3	s602e3
d. Sanitation/ Epidemiology	s602a4	s602b4	s602c4	s602d4	s602e4
e. Municipal Police	s602a5	s602b5	s602c5	s602d5	s602e5
f. Environmental	s602a6	s602b6	s602c6	s602d6	s602e6
TOTAL (all agencies)	s602a7	s602b7	s602c7	s602d7	s602e7

VI.3. In a typical week, what percentage of management's time is spent in dealing with requirements imposed by government regulations [e.g. taxes, customs, labor regulations, licensing and registration] including dealings with officials, completing forms, etc.? \_\_\_\_\_ % s603

VI.4. We have heard that establishments are sometimes required to make gifts or informal payments to public officials to “get things done” with regard to customs, taxes, licenses, regulations, services etc. On average, what percent of annual sales would such expenses cost a typical establishment like yours? \_\_\_\_\_ % s604

VI.5. Recognizing the difficulties many establishments face in fully complying with taxes and regulations, what percentage of total sales would you estimate the typical establishment in your line of business reports for tax purposes? \_\_\_\_\_ % s605

VI.6. In many countries, establishments are said to give unofficial, private payments or other benefits to public officials to gain advantages in the drafting of laws, decrees, regulations, and other binding government decisions. To what extent have the following practices had a direct impact on your business.

<b>0=No impact</b>	<b>1=Minor impact</b>	<b>2=Moderate impact</b>
<b>3=Major impact</b>	<b>4=Decisive Impact</b>	<b>NA=Not Applicable</b>
<b>DK=Don't know</b>		

	<u>Degree of Impact</u>							
	0	1	2	3	4	NA	DK	
a. Private payments or other benefits to Senators/Congressmen to affect their votes								s606a
b. Private payments or other benefits to Government officials to affect the content of government decrees								s606b
c. Private payments or other benefits to judges to affect the decisions of court cases								s606c
d. Contributions to political parties and/or election campaigns to affect the decisions of elected officials								s606d

VI.7. Think about national laws and regulations enacted in the **last two years** that have a substantial impact on your business:

a. Did your establishment seek to lobby government or otherwise influence the content of laws or regulations affecting it? Yes ..... 1 s607a  
No ..... 2

b. How much influence do you think the following groups actually had on recently enacted national laws and regulations that have a substantial impact on your business?:

<b>0=No influence</b>	<b>1=Minor influence</b>	<b>2=Moderate influence</b>
<b>3=Major influence</b>	<b>4=Decisive influence</b>	<b>NA=Not Applicable</b>
<b>DK=Don't know</b>		

		<u>Degree of Influence</u>							
		0	1	2	3	4	NA	DK	
a.	Your establishment	0	1	2	3	4	NA	DK	s607ba
b.	Other domestic establishments	0	1	2	3	4	NA	DK	s607bb
c.	Dominant firms or conglomerates in key sectors of the economy	0	1	2	3	4	NA	DK	s607bc
d.	Individuals or firms with close personal ties to political leaders	0	1	2	3	4	NA	DK	s607bd
e.	Foreign firms	0	1	2	3	4	NA	DK	s607be
f.	Business associations	0	1	2	3	4	NA	DK	s607bf
g.	Labor unions	0	1	2	3	4	NA	DK	s607bg
h.	Organized crime/syndicate	0	1	2	3	4	NA	DK	s607bh
i.	Regional or local government	0	1	2	3	4	NA	DK	s607bi
j.	Military	0	1	2	3	4	NA	DK	s607bj
k.	International development agencies or foreign governments	0	1	2	3	4	NA	DK	s607bk

### Part B. Infrastructure and Services

VI.8. How would you generally rate the efficiency of government in delivering services (e.g. public utilities, public transportation, security, education and health).  
Would you rate it as...?

s608

Very inefficient .....	1
Inefficient .....	2
Somewhat inefficient.....	3
Somewhat efficient.....	4
Efficient.....	5
Very efficient .....	6

#### ASK FOR EACH INCIDENCE:

VI.9.a How many days last year did your establishment experience [name of incidence]?

VI.9.b How many hours, on the average, did the [name of incidence] last?

VI.9.c On the average, what percent of the total production was lost because of [name of incidence]?

(\*Please include losses due to lost production time from the outage, time needed to reset machines, and production that may be ruined due to processes being interrupted.)

Incidence	(VI.9.a) # Days	(VI.9.b) Average duration (hours of operation)	(VI.9.c) Lost Value* (as % of total production)
Power outages or surges from the public grid?	s609a1	s609b1	s609c1 %
Insufficient water supply?	s609a2	s609b2	s609c2 %
Interrupted production due to transport failures?	s609a3	s609b3	s609c3 %
Unavailable mainline telephone service?	s609a4	s609b4	

- VI.10. What share of your establishment's water supply do you get from:
- a. municipal/public sources? ..... \_\_\_\_\_% s610a
  - b. your own well or a shared well?..... \_\_\_\_\_% s610b
  - c. purchased from private vendors?..... \_\_\_\_\_% s610c
- (NOTE: SHOULD TOTAL → 100%)**

**ASK FOR EACH SERVICE:**

VI.11.a Based on the experience of your establishment over the **last two years**, how many days was the actual delay experienced (from the day you applied to the day you received the service or approval) to obtain [name of service]?

VI.11.b Was a gift or informal payment asked or expected to obtain [name of service]?

VI.11.c IF YES: How much was the gift or informal payment that you gave to obtain [name of service]?

	<b>(VI.11.a)</b>		<b>(VI.11.b)</b>		<b>(VI.11.c)</b>
	<u>Actual Delay/Wait (days)</u>		<u>Gift or informal payment asked for/expected?</u>		<u>If yes, value?</u>
			<u>Yes</u>	<u>No</u>	('000 Pesos)
<i>Services</i>					
a. A mainline telephone connection	s611aa or N/A	s611ba	1	2	s611ca
b. An electrical connection	s611ab or N/A	s611bb	1	2	s611cb
c. A construction permit	s611ac or N/A	s611bc	1	2	s611cc
d. An import license	s611ad or N/A	s611bd	1	2	s611cd
e. Operating license	s611ae or N/A	s611be	1	2	s611ce

VI.12. Does your establishment regularly use the following facilities in its interactions with clients and suppliers?

	<u>Yes</u>	<u>No</u>	
a. E-mail?	1	2	s612a
b. A website?	1	2	s612b

VI.12.c Have you made financial transactions using the internet? Yes ..... 1  
No ..... 2 s612c

**Part C. Legal Environment and Security**

VI.13. To what extent do you agree or disagree with this statement? "In general, government officials' interpretations of regulations affecting my establishment are consistent and predictable." Do you...? (READ OUT ANSWER GRID) s613

- Fully disagree..... 1
- Disagree in most cases..... 2
- Tend to disagree..... 3
- Tend to agree..... 4
- Agree in most cases..... 5
- Fully agree.....6

VI.14. To what extent do you agree or disagree with this statement? "I am confident that the legal system will enforce my establishment's contract and property rights in business disputes." Do you...? (READ OUT ANSWER GRID) s614

- Fully disagree..... 1
- Disagree in most cases ..... 2
- Tend to disagree..... 3
- Tend to agree..... 4
- Agree in most cases..... 5
- Fully agree..... 6

VI.15. a. Please estimate the losses (as a percent of total sales) of theft, robbery, vandalism or arson against your establishment in the last year. % s615a

b. What share of these incidents did you report to the police? % s615b

c. Of these reported incidents, how many (state in percentages) were solved (the perpetrator was caught, etc.)? % s615c

VI.16. Please estimate your establishment's costs (as a percent of its total sales) of providing:

- a. security (equipment, personnel, or professional security service)? % s616a
- b. protection payments (e.g. to organized crime to prevent violence)? % s616b

VI.17. Considering your current business operations in the Philippines and the government's focus on investment promotion, how would you rate the overall business environment in the Philippines? Is it...? (READ OUT ANSWER GRID) s617

- Sharply declining..... 1
- Moderately declining..... 2
- Not changing..... 3
- Moderately improving..... 4
- Sharply improving..... 5

**SECTION VII:  
INTERNATIONAL TRADE & LOGISTICS**

**A. General Transport and Logistics**

VII.1.a. How do you arrange transport services? (MULTIPLE RESPONSE)

Directly contract.....	1	s701a1
Hire transport intermediary (e.g. freight forwarder, 3 <sup>rd</sup> party logistics provider).....	2	s701a2
Own transportation.....	3	s701a3
Others (specify) .....	4	s701a4

**GO TO VII.2**

VII.1.b.1. What percent of the time were your transport services late in picking up goods for delivery to DOMESTIC MARKET/FIRMS?

IF LATE: What are the reasons your transport services were late in picking up goods for delivery to DOMESTIC MARKET/FIRMS?

	<b>VII.1.b.1</b>	
	Sales to domestic market/firms	
% of time late delivery	s701b1	%
If late, what are the reasons	1. s701b11 2. s701b12 3. s701b13	

VII.1.b.2. What percent of the time were your transport services late in delivering supplies from DOMESTIC SOURCES?

IF LATE: What are the reasons your transport services were late in delivering supplies from DOMESTIC SOURCES?

	<b>VII.1.b.2</b>	
	Supplies from domestic sources	
% of time late delivery	s701b2	%
If late, what are the reasons	1. s701b21 2. s701b22 3. s701b23	

VII.2.a. In the last year, what percentage of your shipments' value got lost and/or were damaged due to the following reasons?

Reasons	Domestic transportation
	% value of shipments
Theft	s702a1
Accident	s702a2
Damage during loading, unloading	s702a3
Damage due to delays (other than inclement weather)	s702a4
Inclement weather	s702a5
Other	s702a6

b. If you experienced cargo loss and/or damage, did you receive adequate compensation from the transport operator? s702b  
 Yes..... 1  
 No.....2

**GO TO VII.3**

**IF NO:**

c.1. What is the most common reason given? (ONE ANSWER ONLY) s702c1  
 No carrier liability regime..... 1  
 Carrier liability regime exists but not effectively enforced..... 2  
 Limits of liability too low..... 3  
 Others (specify) ..... 4

c.2. Have you been compensated by your own insurance? Yes..... 1 s702c2  
 No.....2

VII.3. In the last year, what percentage of total sales (estimated) have you lost because of delays in transportation services for domestic sales? .....% s703

VII.4.a In the last year, how many percent of the total value of shipment were rejected because they were late?

VII.4.b How many percent of the total value of shipment were returned because they were late?

VII.4.c How many percent of the total value of shipment were sold at discounted price because they were late?

VII.4.d How many percent of the total value of shipment were lost for other reasons, if any, because they were late?

	VII.4.a Rejected	VII.4.b Returned	VII.4.c Discounted	VII.4.d Other
% value of shipment	s704a %	s704b %	s704c %	s704d %





VII.13. In the last year, what percentage of total sales (estimated) have you lost because of delays in transportation services for exports? s713 %

VII.14. In the last year, what is the average number of days that your export shipments arrived late at the **gateway port** in comparison with your planned schedule?

And what is the maximum number of days?

	Gateway port
Average delay in the last year	s714a1 (days)
Maximum delay in the last year	s714a2 (days)

VII.15. In the last year, what is the average number of days that your export shipments arrived late at final destination in comparison with your planned schedule (in addition to the delay at gateway port)?

And what is the maximum number of days?

	Final destination
Average delay in the last year	s715a1 (days)
Maximum delay in the last year	s715a2 (days)

VII.16. In the last year, what percentage of your shipments' value got lost and/or were damaged due to the following reasons?

Reasons	International transportation
	% value of shipments
Theft	s716a1
Accident	s716a2
Damage during loading, unloading	s716a3
Damage due to delays (other than inclement weather)	s716a4
Inclement weather	s716a5
Other	s716a6

VII.17. In the last year, what percentage of your export shipments did you encounter problems with documentation while clearing customs?.....% of shipments s717

VII.18. What percentage of containers for exports .....% are inspected? s718

**FOR OCEAN SHIPPING:**

VII.19.a1 What percentage of your total exports are transported by ocean?

VII.19.b1 What are the names of the port where you transport your exports by ocean?

**FOR AIR:**

VII.19.a2 What percentage of your total exports are transported by air?

VII.19.b2 What are the names of the port where you transport your exports by air?

	<b>VII.19.a</b> % of total exports	<b>VII.19.b</b> Port name(s)	
1. Ocean	s719a1 %	1. s719b1	2. s719c1
2. Air	s719a2 %	1. s719b2	2. s719c2

VII.20. a) Has your export shipment ever been "bumped-off" by the ocean/air carrier, even though cargo reservation was made? s720a Yes..... 1  
No..... 2

**GO TO VII.21**

b) IF YES: What percentage of value of shipment was "bumped-off" the last year?

Ocean.....% value of shipments s720b1

Air.....% value of shipments s720b2

**ASK IF TRANSPORTING EXPORTS BY AIR (REFER TO VII.19.a2):**

VII.21.a What is the average of cost for air cargo?

VII.21.b And how much is the informal cost for air cargo?

VII.21.c What is the average lead time needed for terminal processing of export shipments before flight departure?

VII.21.d What is the maximum lead time needed for terminal processing of export shipments before flight departure?

	<b>VII.21.a</b> Average cost (‘000 Pesos)	<b>VII.21.b</b> Informal cost (‘000 Pesos)	<b>VII.21.c</b> Average time (hours)	<b>VII.21.d</b> Max time last year (hours)
Air cargo	s721a	s721b	s721c	s721d

**\*\*End of Part I\*\***

**MARAMING SALAMAT PO! – THANK YOU VERY MUCH**



**Investment Climate and Productivity Study  
Firm Level Survey 2002 – Philippines**

***Part II of Survey Questionnaire  
(To be administered to the Finance Manager/Accountant and the  
Personnel Manager)***

Dear Sir/Madam:

The Asian Development Bank, in collaboration with the World Bank, the Department of Trade and Industry, the Makati Business Club, and the National Statistics Office (NSO), is undertaking an Investment Climate and Productivity Survey in order to better understand and thus help to improve the investment climate and its effect on business performance. For this comprehensive study, which has counterparts in several Asian and non-Asian countries, your establishment has been randomly selected as one of the sample of respondents to represent the business situation in the Philippines.

The precious time taken by you and your staff to provide the NSO field staff with your candid answers for the survey questionnaire, starting with background of the business and key owner, and going into finance, technology, relations with other businesses, government regulation, contract enforcement, labor relations, and international trade is deeply appreciated. **We realize that this subject involves sensitive matters, and we guarantee the confidentiality of all your responses as set forth in. Section 4, Commonwealth Act 591 which states** "that the data furnished to the Bureau of the Census and Statistics will be kept strictly confidential and shall not be used as evidence in court for purposes of taxation, regulation or investigation; nor shall such data or information be divulged to any person except authorized employees of the Bureau of the Census and Statistics, acting in the performance of their duties; nor such data be published except in the form of summaries or statistical tables in which no reference to any particular individual, corporation, partnership, institution, or business enterprise shall

appear..." Any publication or release of data from this study will refer to the responding establishments only in grouped form and never individually.

For your direct benefit, the ADB will provide you with the study's summary report, enabling you to benchmark your own business against domestic and international competitors. In addition, the study is expected to lead to more effective measures from the government and the multilateral financial institutions, working together, to improve the investment climate, redounding to the general benefit of Philippine businesses and their stakeholders.

If you have any queries, please contact NSO Director Estela T. de Guzman <[e.deguzman@oemail.census.gov.ph](mailto:e.deguzman@oemail.census.gov.ph)>, Tel (02) 715-6505, Telefax (02) 713-7071 regarding survey matters, and ADB Economist Kanokpan Lao-Araya <[klaoaraya@adb.org](mailto:klaoaraya@adb.org)>, Tel (02) 632-5466 I 632-4444 I 636-2370, regarding general aspects of this study.

Sincerely yours,

Thomas Crouch  
Asian Development Bank

Carmelita N. Ericta  
National Statistics Office

**ESTABLISHMENT/INTERVIEWER ID**

**TO BE FILLED BY THE ENUMERATOR**

0.1 ESTABLISHMENT NO.                      ECN

0.2 INDUSTRY \_\_\_\_\_ CODE2

- Codes: Food & Food Processing .....1  
Textiles.....2  
Garments ..... 3  
Electronics & Electrical Machinery .....4

0.3 CITY where this establishment is located

\_\_\_\_\_ CODE3 \_\_\_\_\_  
Name of City/Municipality

0.4 PROVINCE where this establishment is located

\_\_\_\_\_ CODE4 \_\_\_\_\_  
Name of Province

0.5 EMPLOYMENT SIZE (to be verified with establishment)      EMPSIZE

- 10-19.....1  
20-49.....2  
50-99.....3  
100-499.....4  
500 and over.....5

0.6 Name of Interviewer \_\_\_\_\_ / Code \_\_\_\_\_      CODE5

0.7 Duration of actual interview \_\_\_\_\_ (minutes)      CODE6

0.8 Enumeration validated by \_\_\_\_\_ CODE7

**SECTION VIII:  
PRODUCTS AND INPUTS**

VIII.1. What percent of your establishment's **raw materials** are:

- 1. Purchased from domestic sources \_s8011\_ %
- 2. Imported directly \_s8012\_ %
- 3. Imported indirectly (through a distributor) \_s8013\_ %
- 100 %**

VIII.2. What is the **approximate** percentage geographic distribution of your establishment's purchases of imported raw materials ?

Country of import of raw materials	Percent of imports of raw materials of <i>your</i> establishment
1. _____s802a1x_____	__s802b1__%
2. _____s802a2x_____	__s802b2__%
3. _____s802a3x_____	__s802b3__%
4. Other countries....s802a4x.....	__s802b4__%

**(MUST BE EQUAL)**

**TOTAL** \_\_\_\_\_ %

VIII.3. What percent of your establishment's sales are:

	<b>2002</b>	<b>2001</b>	<b>2000</b>
Sold domestically	s803a1 %	s803b1 %	s803c1 %
Direct export	s803a2 %	s803b2 %	s803c2 %
Indirect export (through distributor)	s803a3 %	s803b3 %	s803c3 %
<b>Total</b>	<b>100 %</b>	<b>100 %</b>	<b>100 %</b>

VIII.4. Please provide information on the **approximate** percentage distribution of **your establishment's** exports by country of destination:

Country of Export	Percent of annual exports		When did <b>you</b> first exported to this country?
	<b>2002</b>		<b>(Year)</b>
1. _____ s804a1x _____	s804b1	%	s804c1
2. _____ s804a2x _____	s804b2	%	s804c2
3. _____ s804a3x _____	s804b3	%	s804c3
4. _____ s804a4x _____	s804b4	%	s804c4
5. _____ s804a5x _____	s804b5	%	s804c5
6. Other countries s804a6x	s804b6	%	s804c6
<b>TOTAL</b>	<b>100 %</b>		

### SECTION IX: CORPORATE FINANCE

IX.1. Please provide the following information on your establishment's production, sales and expenses.

	Value in thousand pesos		
	<b>2002</b>	<b>2001</b>	<b>2000</b>
Total sales	s901a1	s901b1	s901c1
Direct raw material cost (excluding fuel)	s901a2	s901b2	s901c2
Total market value of production*	s901a3	s901b3	s901c3
Total purchases of raw materials excluding fuel	s901a4	s901b4	s901c4
Consumption of energy	s901a5	s901b5	s901c5
Electricity	s901a6	s901b6	s901c6
Others	s901a7	s901b7	s901c7
% of energy costs to run generator	s901a8	s901b8	s901c8
Manpower costs	s901a9	s901b9	s901c9
Wages and salaries (including 13 <sup>th</sup> month pay)	s901a10	s901b10	s901c10
Allowances, bonuses and other benefits	s901a11	s901b11	s901c11
Interest charges and financial fees	s901a12	s901b12	s901c12
Other costs (i.e.: overhead expenses, selling and general administration expenses, design dept., etc.).	s901a13	s901b13	s901c13

\* Market Value of production = (total number of units product x unit sale price)

IX.2. What was **your establishment's** sales revenue five years ago (in 1998)? \_\_\_\_\_s902\_\_\_\_\_ ('000 pesos)

IX.3. a. What is your average cost of a kilowatt-hour (Kw/h) of electricity from the public grid? \_\_\_\_\_s903a\_\_\_\_\_

b. Does your establishment own or share a generator? \_s903b\_ Yes.....1  
No.....2 →

**GO TO IX.4**

c. IF YES, what percentage of your electricity comes from your own or a shared generator? \_s903c\_ %

d. IF YES, what was your share of the generator's initial cost?  
\_\_\_\_\_s903d1\_\_\_\_\_ (thousand Pesos) Year of purchase \_\_\_\_\_s903d2\_\_\_\_\_

e. IF YES, what is the cost of a kilowatt-hour (Kw/h) of electricity from your generator? \_\_\_s903e\_\_\_

IX.4. How much did the following cost **your establishment (in thousand Pesos)** during the fiscal year of ...?

	2002	2001	2000
Rent for machinery and equipment including vehicles (if owned, enter value of depreciation)	s904a1	s904b1	s904c1
Rent for land or buildings (if owned, enter value of depreciation)	s904a2	s904b2	s904c2
Royalty or license fees	s904a3	s904b3	s904c3

IX.5. Please give the value (in thousand Pesos) of any equipment or property your establishment sold.

	2002	2001	2000
Machinery and equipment	s905a1	s905b1	s905c1
Land and buildings or leasehold	s905a2	s905b2	s905c2
Vehicles	s905a3	s905b3	s905c3

IX.6. Of the land and buildings occupied by this establishment, what percent is owned or leased/rented?

	Owned	Leased or rent	If leased/rented, average contract leng
Land	s906a1 %	s906b1 %	s906c1 months
Buildings	s906a2 %	s906b2 %	s906c2 months

IX.7. How much did **your establishment** spend on additional machinery, equipment, vehicles, land, buildings?

	2002		2001		2000	
	amount ('000 Pesos)	of which % imported	amount ('000 Pesos)	of which % imported	amount ('000 Pesos)	of which % imported
New machinery and equipment	s907a1	s907b1%	s907c1	s907d1 %	s907e1	s907f1%
Second hand machinery & equipment	s907a2	s907b2%	s907c2	s907d2 %	s907e2	s907f2%
Land and buildings and improvement in leasehold	s907a3		s907c3		s907e3	
Vehicles	s907a4		s907c4		s907e4	

IX.8 a. Of this, was any of it spent on creating a new establishment? s908a Yes.....1

No.....2



**GO TO IX.9**

b. If yes, how much in fiscal year 2002? \_\_\_ s908b \_\_\_ ('000 pesos)

IX.9. Please provide information on the following balance sheet items for your establishment:

	Value in thousand Pesos as of end of year of		
	2002	2001	2000
Total assets	s909a1	s909b1	s909c1
Property, plant and equipment:			
Purchase cost (acquisition cost)			
Machinery and equipment (including transport)	s909a3	s909b3	s909c3
Land, buildings and leasehold improvement	s909a4	s909b4	s909c4
Present value (net book value)			
Machinery and equipment (including transport)	s909a5	s909b5	s909c5
Land, buildings and leasehold improvement	s909a6	s909b6	s909c6
Current assets:	s909a7	s909b7	s909c7
Inventories and stocks	s909a8	s909b8	s909c8
Finished goods	s909a9	s909b9	s909c9
Work-in-progress	s909a10	s909b10	s909c10
Raw materials excluding fuel	s909a11	s909b11	s909c11
Fuel	s909a12	s909b12	s909c12
Accounts receivable	s909a13	s909b13	s909c13
Cash on hand and in bank	s909a14	s909b14	s909c14
Other	s909a15	s909b15	s909c15
	s909a16	s909b16	s909c16
	s909a17	s909b17	s909c17

IX.10. Please provide information on the structure of your establishment's liabilities:

	Value in thousand Pesos as of end of year of		
	2002	2001	2000
Total Liabilities	s910a1	s910b1	s910c1
Long-term liabilities (i.e. more than 1 year )	s910a2	s910b2	s910c2
Short-term liabilities (i.e. one year or less)	s910a3	s910b3	s910c3
Of which: payables	s910a4	s910b4	s910c4
Equity			
Share Capital	s910a5	s910b5	s910c5
Retained Earnings (Reserves and Surplus)	s910a6	s910b6	s910c6

**(Note: Total Assets must equal Total Liabilities)**

IX.11. Please identify the contribution over the last year of each of the following sources of financing for your establishment:

- i) **Working capital** (i.e. inventories, accounts receivable and cash)
- ii) **New investments** (i.e. new land, buildings, machinery and equipment)

	<b>Working Capital</b>	<b>New Investments</b>
1. Internal funds or Retained earnings	__s911a1__	__s911b1__
2. Local commercial banks (loan, overdraft)	__s911a2__	__s911b2__
3. Foreign owned commercial banks	__s911a3__	__s911b3__
4. Leasing arrangement	__s911a4__	__s911b4__
5. Investment Funds/Special Development Financing/ or Other State Services	__s911a5__	__s911b5__
6. Trade credit (supplier or customer credit)	__s911a6__	__s911b6__
7. Credit cards	__s911a7__	__s911b7__
8. Capital, sale of stock	__s911a8__	__s911b8__
9. Family, friends	__s911a9__	__s911b9__
10. Informal sources (e.g. money lender)	__s911a10__	__s911b10__
11. Others (please specify)	__s911a11__	__s911b11__
<b>TOTAL</b>	<b>100 %</b>	<b>100 %</b>

IX.12. Do you have an overdraft facility or line of credit? \_\_s912\_\_ Yes.....1  
No.....2

**IF YES**, what percent is currently **NOT used**?  
Overdraft \_\_s912a\_\_%  
Credit line \_\_s912b\_\_%

IX.13. For the most recent loan or overdraft:

- a. When was this financing approved ? \_\_s913a\_\_(year)
- b. Did the financing require collateral or a deposit? \_\_ s913b \_\_ Yes.....1  
No.....2  
N/A (no loan)....3
- c. If yes, what share of the value of collateral was:
  - i) Land and buildings? \_\_ s913c1\_\_%
  - ii) Machinery? \_\_ s913c2\_\_%
  - iii) Intangible assets (accounts receivable, inventory)? \_\_ s913c3\_\_%
  - iv) Personal assets of owner/manager (e.g. house)? \_\_ s913c4\_\_%
- d. What was the approximate value of collateral required as a percentage of the loan value? \_\_ s913d\_\_ %
- e. What is the loan's approximate annual cost/ rate of interest? \_\_ s913e\_\_ %
- f. What is the duration (term) of the loan? \_\_ s913f\_\_ months



**Transport and Logistics section**

IX.18. What is the most important product sold by your firm in 2002? If the most important product is exported, please indicate what percentage of sales is exported.

Product name (HS 4 digit)	Value of annual sales ('000 pesos)	Percent exported (if applicable)	Value of typical shipment order ('000 pesos)	Weight or Volume (Annual)	Weight or Volume (typical shipment order)	Shipment type (break bulk, bulk, container)
s918a	s918b	s918c %	s918d	s918ex	s918fx	s918gx

IX.19. For the most important raw material that your establishment purchased in 2002 (including domestic sources and imports):

Input name (HS 4 digit)	Value of annual purchases ('000 pesos)	Percent imported (if applicable)	Value of typical shipment order ('000 pesos)	Weight or Volume (Annual)	Weight or Volume (typical shipment order)	Shipment type (break bulk, bulk, container)
s919a	s919b	s919c %	s919d	s919ex	s919fx	s919gx

IX. 20. Do you have a distribution center outside this establishment? s920 Yes.....1  
No.....2

**GO TO IX.21**

IX.20.a. **IF YES**, What is the nearest distribution center/warehouse for your domestic sales for your most important product?

Distance to distribution center/warehouse from factory gate	s920a Km
% of annual sales annual routed through the nearest distribution center/warehouse	s920b %
Transport mode(s) from factory gate (multiple choice)	Air .....s920c1 ..... 1 Road ..... s920c2 ..... 2 Waterways/Sea ....s920c3 ..... 3 Rail .....s920c4 ..... 4 Other (specify) .... s920c5 ..... 5

IX.21. Please **estimate** the cost and time for transporting a shipment to the final customer (for domestic sales only) or gateway port (for exports).

	Formal Cost (average per shipment) ('000 Pesos)	Gift or Informal Cost (average per shipment) ('000 Pesos)	Ave. time last year (days)	Maximum time last year (days)
Preparatory activities: From receipt of order to the time that the goods are ready for pre-shipment preparation (packing, container stuffing, etc)	s921a1		s921c1	s921d1
Pre-shipment activities: From the time that the goods are ready for inspection/ packing to the time that transportation services arrive at the plant	s921a2		s921c2	s921d2
Loading/unloading at factory gate	s921a3		s921c3	s921d3
Line hauling				
Truck	s921a4	s921b4	s921c4	s921d4
Rail	s921a5	s921b5	s921c5	s921d5
Waterways	s921a6	s921b6	s921c6	s921d6
Other	s921a7	s921b7	s921c7	s921d7
<b>FOR FIRMS THAT EXPORT</b>				
Waiting time and costs to enter gateway port	s921a8	s921b8	s921c8	s921d8
Port dues	s921a9	s921b9		
Customs clearance at port	s921a10	s921b10		
Terminal handling (including time waiting for vessel/aircraft)	s921a11	s921b11	s921c11	s921d11
Other	s921a12	s921b12	s921c12	s921d12

## SECTION X: LABOR AND HUMAN RESOURCES

0.1 ESTABLISHMENT NO. \_\_\_\_\_

Please use the following definitions in this section.

<b>Management</b>	Persons making management decisions. Please exclude those involved only in shop floor supervision.
<b>Professionals</b>	Trained and certified specialists outside of management such as engineers, accountants and chemists.
<b>Skilled Production worker</b>	Those persons involved in production processes or direct or supervision of such processes and whom management considers to be skilled.
<b>Unskilled Production worker</b>	Persons involved in production processes but whom management considers to be unskilled.
<b>Non-production worker</b>	Support, administrative, sales workers not included in management or among professionals.
<b>Temporary workers</b>	All (paid) short term (i.e. for less than a year) employees with no guarantee of renewal of employment contract.
<b>Permanent workers</b>	All paid workers that are not temporary.

## Part A. Employment Dynamics

X.1. How many permanent workers were employed in this establishment at the end of...?

	2002	2001	2000
Permanent workers	sx01a	sx01b	sx01c

X.2. The following table refers only to permanent workers of your establishment:

	Management	Professionals	Skilled Production Workers	Unskilled Production Workers	Non-production workers	Total
Number of workers at the end of 2001	sx02a1	sx02b1	sx02c1	sx02d1	sx02e1	sx02f1
Number of workers at the end of 2002	sx02a2	sx02b2	sx02c2	sx02d2	sx02e2	sx02f2
of which: % female at the end of 2002	sx02a3	sx02b3	sx02c3	sx02d3	sx02e3	sx02f3
Total wages for 2002* (thousand Pesos)	sx02a4 (‘000 Pesos)	sx02b4 (‘000 Pesos)	sx02c4 (‘000 Pesos)	sx02d4 (‘000 Pesos)	sx02e4 (‘000 Pesos)	sx02f4 (‘000 Pesos)
Total compensation for 2002* (thousand Pesos)	sx02a5 (‘000 Pesos)	sx02b5 (‘000 Pesos)	sx02c5 (‘000 Pesos)	sx02d5 (‘000 Pesos)	sx02e5 (‘000 Pesos)	sx02f5 (‘000 Pesos)
Estimated Average number of years of education (for each worker in each category)**	sx02a6 (years)	sx02b6 (years)	sx02c6 (years)	sx02d6 (years)	sx02e6 (years)	sx02f6 (years)

\* Wages and all benefits, including food, transport, social security (i.e. pensions, medical insurance, unemployment insurance), and 13<sup>th</sup> month pay.

\*\* Including vocational

X.3. Of those permanent workers who did not complete elementary school (6 years of education), what percent are female?   sx03  %

X.4. a. In 2002, how many new permanent employees did your establishment hire?   sx04a  (number)

b. In 2002, how many permanent employees from your establishment:

- 1) were dismissed or laid off?   sx04b1   (number)
- 2) left due to sickness or died?   sx04b2   (number)
- 3) left for other reasons?   sx04b3   (number)

X.5. What is your voluntary staff turnover rate for 2002?   sx05  %

X.6. What percent of your permanent skilled workers are foreign nationals? \_\_sx06\_\_ %

X.7. How satisfactorily does your local staff relate to expatriate staff/management? sx07

- Very unsatisfactory..... 1
- Unsatisfactory ..... 2
- Satisfactory..... 3
- Very satisfactory..... 4

X.8. Is your establishment's workforce unionized? \_\_sx08\_\_ Yes.....1  
No.....2

**IF YES**, what percentage of your establishment's workforce is unionized? \_\_\_\_sx08y\_\_%

X.9.a. The following table refers **only to temporary workers** employed by your establishment:  
(If your establishment does not employ temporary staff, then skip this table.)

	2002	2001	2000
Total number of temporary workers hired during:	sx09aa1	sx09ab1	sx09ac1
Average length of employment for each temporary worker (months)	sx09aa2 (months)	sx09ab2 (months)	sx09ac2 (months)
Total cost of all temporary workers (including salaries, benefits, housing, education, food, etc.) in thousand Pesos	sx09aa3 ('000 Pesos)	sx09ab3 ('000 Pesos)	sx09ac3 ('000 Pesos)

b. What percent of your temporary workers were females in 2002? \_\_sx09b\_\_%

**Part B. Human Capital Stock and Acquisition**

X.10. Are new college graduates suited to the needs of your establishment? sx10 Yes.....1  
No.....2

X.11. Within the last two years, how much time did it take to fill your most recent opening for a:

- a. managerial staff \_\_\_\_\_sx11a\_\_\_ weeks
- b. professional worker? \_\_\_\_\_sx11b\_\_\_ weeks
- c. skilled production worker? \_\_\_\_\_sx11c\_\_\_ weeks

X.12. What proportion of your workforce needs training?

- a. Management \_\_\_\_\_sx12a\_\_\_%
- b. Professionals (Engineers/Accountants) \_\_\_\_\_sx12b\_\_\_%
- c. Skilled production workers \_\_\_\_\_sx12c\_\_\_%
- d. Unskilled production workers \_\_\_\_\_sx12d\_\_\_%
- e. Non-production workers \_\_\_\_\_sx12e\_\_\_%

X.13. Do you offer formal (beyond “on the job”) training to your permanent employees? sx13 Yes.....1  
No.....2

**GO TO X.15**

**IF YES,**

	<u>Skilled</u>	<u>Unskilled</u>
What percentage of your permanent employees received formal outside training in 2002?	__sx13a1__ %	__sx13b1__ %
What was the average number of weeks of formal outside training for each employee?	sx13a2 (weeks)	sx13b2 (weeks)

X.14. Where did all your permanent employees receive formal outside training in 2002? (multiple choice)

- a. University Yes..... 1 sx14a  
No..... 2
- b. Partners Yes..... 1 sx14b  
No..... 2
- c. Government institutes Yes..... 1 sx14c  
No..... 2
- d. Private training schools Yes..... 1 sx14d  
No..... 2
- e. Vocational/technical schools Yes..... 1 sx14e  
No..... 2

X.15. Do you have partnership programs with any academic institution on the development of your human resources? Yes.....1 sx15  
No..... 2

**\*\*End of Part II\*\***

**MARAMING SALAMAT PO! – THANK YOU VERY MUCH**